

## **EMPLOYMENT NOTICE**

**JOB TITLE:** CONSTABLE PRECINCT # 3  
**DEPARTMENT:** BURNET COUNTY CONSTABLE PCT # 3  
**SALARY:** GROUP 90 (\$50,544.00 yearly)

### **GENERAL STATEMENT OF DUTIES:**

This position serves as a licensed peace officer and performs various law enforcement functions, including issuing traffic citations. Serves warrants and civil papers such as subpoenas and temporary restraining orders. Serves as bailiff for Justice of the Peace Court.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITY:**

Must be able to handle shift work; have the ability to work with the public in a professional manner; basic knowledge of computers; ability to establish and maintain an effective working relationship with co-workers and officials.

### **ACCEPTABLE EXPERIENCE AND TRAINING:**

Applicants must be at least 21 years of age and must have high school diploma or its equivalent. Previous experience in law enforcement preferred, but not required. A Constable is required to complete a forty (40) hour training and education program as soon as possible following appointment.

### **CERTIFICATE AND LICENSE REQUIREMENTS:**

Applicant must hold a TCOLE Peace Officer License.

### **EQUAL EMPLOYMENT OPPORTUNITY:**

Burnet County complies with all State and Federal laws re: non-discrimination against any person in job structuring, recruitment, examinations, elections, appointment, placement, training, upward mobility, discipline, or any other aspect of personnel administration based upon race, age, religion, color, disability, national origin, sex, political affiliation or belief, or any other non-merit factor. Personnel decisions shall be made on the basis of occupational qualifications and job-related factors such as skill, knowledge, education, and ability to perform specific jobs.

### **APPLICATIONS:**

Applicants must maintain a primary residence in Burnet County, Precinct 3. Each applicant is required to submit an application for employment with pertinent information regarding training and experience. Application forms may be obtained at [www.burnetcountytexas.org](http://www.burnetcountytexas.org) or between the hours of 8:00 am and 5:00 pm from the Human Resources Office, 133 E. Jackson Street or the Burnet County Courthouse, 220 S. Pierce Street in Burnet, Texas. Completed applications will be accepted at the Human Resources Office until July 20, 2018 at 5:00 P.M.